



# Contingency Policy and Procedure

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## **1. Introduction to Brookside Pre-school's contingency Policy.**

*Our contingency Procedure may need to take place where there is a perceived risk of threat to the pre-school, its staff, children, visitors, or property. Where possible, the Pre-school will act to ensure the safety of all personnel in the setting in the following situations:*

- In the event an unauthorized person(s) considered dangerous, are on the Pre-school grounds.
- In Instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers, or staff from within the setting become a threat to the well-being of others.
- In the event that information is received regarding an immediate threat of terrorism within the surrounding area.

## **2. In the event of the management team/most senior member of staff communicating the contingency plan needs to take place the following steps should be followed:**

- Staff to guide all children into the main room including those playing outside. Whilst this is happening, the Manager/deputy Manager or most senior member of staff is to alert Emergency services by calling 999.
- Staff must secure all windows and doors by locking them and putting down the shutters.
- Calmly instruct all children to move onto the carpet area.
- If the Manager/Deputy Manager feels that it is absolutely necessary and safe to do so children could be taken into one of the small rooms with the door closed for cover. For example, the storeroom or kitchen area.
- Gather the first Aid box, Evacuation bag, register & mobile phone.

- Do a head count immediately & call register.
- Supervise, ensuring everyone remains out of sight and are sitting quietly.
- No one should be allowed out of the room or safe area during a lockdown procedure.
- Staff will follow advice of the Police from this point onwards and will remain in lockdown until the all-clear has been given by the police.
- The Manager/Deputy Manager will notify the Committee chair if possible and the Committee will inform all parents, urging them not to attempt collection whilst it may be unsafe to do so. All children's contact details can be accessed via 'Nursery Manager' system which the Committee can access with a password.

### **3. Resuming back to normal activities and reporting the incident.**

- When we are completely sure that the danger is over, we will leave our safe place and continue our activities as far as possible.
- The management team will phone the parents/carers and the chairperson (if not already contacted), to inform them of the incident. Records will be made of the event and actions taken will be recorded in our incident section of the accident file.
- Ofsted and Local Authority Early years team will be informed within 24 hours of the incident occurring.